# GT-TRACS Package Requirements for Academic Faculty

## Action Type

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<tr>
<th>Action Type</th>
<th>Package Name</th>
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</table>
| Non Tenure-Track New Appointment | [FY or Semester] New [Position] | Appointment | School College OFA (609) | Proposed Title, Tenure Track (no), Employment Type, WorkTime Type, Effective Date, Short Term Begin and End Date (if applicable), Contract Type (must match offer letter), Degree Info, Teaching CIP, Salary | - Job Posting (include posting date and site)*
- Draft Offer Letter
- Transcripts (or note confirming they have been sent)
- CV
- Affirmative Action Form
- Reference Letters (3)
- Part-Time Teaching Faculty Agreement Form (if applicable) |
| Non Tenure-Track Reappointment | [FY or Semester] Reappointment [Position] | Appointment | School College OFA (609) | Proposed Title, Tenure Track (no), Employment Type, WorkTime Type, Effective Date, Short Term Begin and End Date (if applicable), Contract Type (must match offer letter), Degree Info, Teaching CIP, Salary | - Draft Offer Letter
- Part-Time Teaching Faculty Agreement Form (if applicable) |
| Tenured/Tenure-Track New Appointment | [FY] New [Position] | Appointment | School College OFA (609) EVPR (120) Provost (600) | Proposed Title, Tenure Information, Employment Type, WorkTime Type, Effective Date, Contract Type (must match offer letter), Degree Info, Teaching CIP, Salary | - Job Posting (include posting date and site)*
- Draft Offer Letter (including prior credit, if applicable)
- Transcripts (or note confirming they have been sent)
- CV
- Affirmative Action Form
- Reference Letters (3) |
| Tenure on Appointment  
(Tenure consideration only; hiring package should be submitted separately) | [FY] Tenure | Appointment | School College OFA (609) [Institute P&T Committee] Provost (600) President (800) | Proposed Title, Tenure Information, Employment Type, WorkTime Type, Effective Date, Contract Type (must match offer letter), Degree Info, Teaching CIP, Salary | - CV (any format)
- Sample External Reviewer Request(s)
- 5 External Reviewer Letters
- Teaching Evaluations
- School Committee Letter (must address all 3 tenure criteria)
- School Chair Letter (must address all 3 tenure criteria)
- College Committee Letter
- Dean Letter
- Waiver
- Personal Narrative (any format)
- Biosketch |
## GT-TRACS Package Requirements for **ACADEMIC FACULTY**

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| **Administrative Appointments**   | [FY] [Position]       | Appointment  | School College OFA (609) | Proposed Title, Tenure Information, Employment Type, WorkTime Type, Effective Date, Short Term Begin and End Date, Contract Type *(must match offer letter)*, Degree Info, Teaching CIP, Salary | • Strategic Plan Alignment Approval *(unless < 50% administrative commitment AND salary over $100K or position vacant more than 12 months)*  
• Job Posting *(include posting date and site)*  
• Draft Offer Letter *(with salary broken down by base salary + administrative stipend + total salary)*  
• Updated CV  
• Documentation that a search was performed  
• Any Supporting Documentation                                                                                     |
| **Changes in Appointment**        | [Semester] [Position] | Appointment  | School College OFA (609) | Proposed Title, Tenure Information, Employment Type, WorkTime Type, Effective Date, Contract Type *(must match offer letter)*, Degree Info, Teaching CIP, Salary | • Draft Offer Letter  
• Updated CV  
• Any Supporting Documentation                                                                                     |
| **Rehired Retiree (RBW) Appointment** | [FY or Semester] RBW | Appointment  | School College OFA (609) | Proposed Title, Effective Date, Short Term Begin and End Date, Salary | • Draft Offer Letter  
• Request Letter to President *(specify funding source)*  
• TRS or ORP Form *(as applicable; not required in GT-TRACS package, upload with Direct Hire Form transaction)*                                                                                     |
| **Retention or Salary Increase**  | [FY] Retention or [FY] Sal Inc or [FY] Equity | Retention/ Sal Inc | School College OFA (609) | Proposed Title, Tenure Information, Employment Type, WorkTime Type, Effective Date, Contract Type *(must match offer letter)*, Teaching CIP, Salary | • Draft Offer Letter  
• Updated CV  
• Any Supporting Documentation                                                                                     |
| **Appointments to Endowed Positions** | [Semester] [Position] | Appointment  | School College OFA (609) Provost (600) | Proposed Title *(Endowed Chair or Professor)*, Tenure Information, Employment Type, WorkTime Type, Effective Date, Short Term Begin and End Date, Contract Type *(must match offer letter)*, Degree Info, Teaching CIP, Salary | • Draft Offer Letter  
• Updated CV  
• Documentation that a search was performed  
• Any Supporting Documentation                                                                                     |
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<tr>
<td>Retirement/Resignation</td>
<td>[FY] Retirement or [FY] Resignation</td>
<td>Other</td>
<td>School College OFA (609)</td>
<td>Must add College and OFA (609) to approvals tab</td>
<td>• PDF Resignation/Retirement letter from employee, including indication of last working date</td>
</tr>
<tr>
<td>Request for Emeritus Status</td>
<td>[FY] Emeritus Status</td>
<td>Other</td>
<td>School College OFA (609) President (800)</td>
<td>Select “Award of Emeritus Title” under “Other Type”</td>
<td>• Emeritus Form&lt;br&gt;• Updated CV&lt;br&gt;• Recommendation Letter&lt;br&gt;• Include note that provides candidate’s full home mailing address</td>
</tr>
<tr>
<td>Absence from Campus</td>
<td>[Semester] Absence</td>
<td>Other</td>
<td>School College OFA (609)</td>
<td>Must add College and OFA (609) to approvals tab</td>
<td>• Approved Absence from Campus Form&lt;br&gt;• Export Control Form or verification of approval, if traveling internationally</td>
</tr>
<tr>
<td>Leave of Absence (8 weeks to 1 year)</td>
<td>[Semester] LOA</td>
<td>Other</td>
<td>School College OFA (609)</td>
<td>Must add College and OFA (609) to approvals tab</td>
<td>• Signed Leave of Absence Form&lt;br&gt;• OSP LoA Checklist&lt;br&gt;• Export Control Form or verification of approval, if traveling internationally</td>
</tr>
<tr>
<td>Leave of Absence (beyond 1 year)</td>
<td>[Semester] LOA Extension</td>
<td>Other</td>
<td>School College OFA (609) Provost (600) [BoR]</td>
<td>Must add College, OFA (609), and Provost (600) to approvals tab</td>
<td>• Signed Leave of Absence Form&lt;br&gt;• OSP LoA Checklist&lt;br&gt;• Draft letter from the Provost to the Chancellor&lt;br&gt;• Export Control Form or verification of approval, if traveling internationally</td>
</tr>
<tr>
<td>ASMD</td>
<td>[Semester] ASMD</td>
<td>Other</td>
<td>School College OFA (609) Provost (600)</td>
<td>Must add College and OFA (609) to approvals tab, $10,000 commitment to Provost (600)</td>
<td>• Signed ASMD Form</td>
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| Dual Appointment Agreements (DAA)    | [Semester] DAA                   | Other        | School College OFA (609) Provost (600)                | Must add College, OFA (609), and Provost (600) to approvals tab                                                                                                                                                                     | • Signed USG Dual Appointment Form  
• Signed GT Dual Appointment Coversheet                                                |
| External Adjunct Appointments        | [Semester] External Adjunct      | Appointment  | School College OFA (609)                              | Proposed Title, Employment Type (temp), WorkTime Type (FT), Effective Date, End Date, Degree Info, Teaching CIP                                                                                                                                 | • Draft Offer Letter  
• Transcripts (or note confirming they have been sent)  
• CV                                                                                   |
| Internal Adjunct Appointments        | [Semester] Internal Adjunct      | Appointment  | School (both) College (both) OFA (609)                | Proposed Title, Employment Type (temp), WorkTime Type (FT), Effective Date, End Date, Degree Info, Teaching CIP                                                                                                                                 | • Draft Offer Letter  
• Transcripts (or note confirming they have been sent)  
• CV                                                                                   |
| Extensions to the Probationary Period | [Semester] Tenure Clock Extension | Other        | School College OFA (609)                              | Must add College and OFA (609) to approvals tab                                                                                                                                                                                    | • Extension of the Probationary Period Request Form                                      |
| Academic Professional Adding Teaching Duties | [Semester] Teaching            | Appointment  | School College OFA (609)                              | Proposed Title (retain current title), Tenure Track (no), Employment Type, WorkTime Type, Effective Date, Short Term Begin and End Date, Degree Info, Teaching CIP, Salary, Background Check^                                                                 | • Draft Offer Letter (retain current title)  
• Flex Work Arrangement Agreement Form (if extra comp, teaching during regular business hours)  
• Updated CV or Resume  
• Copy of Official Transcript  
• Background Screen Clearance^ (if new teaching assignment)                                                                                                    |
| Intergovernmental Personnel Act (IPA) Agreements | FY[Year] IPA                   | Appointment  | School/Unit College/Lab OFA (609)                      | Proposed Title; Employment Type; New Hire Y/N, Citizenship, Effective Date, Degree Info, annual or hourly Salary                                                                                                                                 | • Draft Offer Letter  
• IPA Agreement Documentation                                                              |
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<tr>
<td>Course Overload</td>
<td>None</td>
<td></td>
<td></td>
<td></td>
<td>OneUSG Connect Supplemental Pay transaction only</td>
</tr>
</tbody>
</table>

*Job posting/search documents only required for searches conducted outside of OneUSG Careers. Careers Job Opening ID should be listed in Package Info tab.

^Background Screening required for new hires, transfer into a Position of Trust, or new teaching assignment.

**Strategic Plan Alignment Process** (formerly Critical Hire Justification)

Positions subject to approval under the Strategic Plan Alignment process include new and vacant Staff and Administrator with Faculty Status (25%+ administrative duties) positions that meet one or both of the following criteria:

1. Any new or vacant position with a salary greater than or equal to $100,000, or:
2. Any position that has been vacant for more than 12 months.

100% grant/sponsored funded positions are exempt.